

SECRET

DPD-7208-59

23 October 1959

TO : Communicator, WECEN

FROM : Headquarters

SUBJECT: Travel Claim -- [REDACTED]

25X1

1. Subject individual's travel claim for the period 20 August - 1 September 1959 has been audited and approved in the amount of \$232.56. This amount has been applied against a Headquarter's advance of \$330.35 resulting in an amount of \$97.79 to be refunded by traveler. A summary of the computation follows:

*Per Diem	\$ 78.00
Transportation	151.31
Cab Fare	3.25
Total	<u>\$232.56</u>
Less Headquarter's Advance	<u>(330.35)</u>
Amount to be Refunded	<u>(\$ 97.79)</u>

*It is not stated in claim whether Government quarters were or were not available or utilized at [REDACTED]. In the absence of such a statement it is necessary that the per diem rate be reduced to \$6.00 per day, the rate applicable when Government quarters are furnished. If Government quarters were available but not utilized a statement should be furnished indicating why they were not utilized.

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2. It is requested that subject individual refund the amount of \$97.79 by personal check or money order made payable to [REDACTED]

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[REDACTED]

[REDACTED]

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Distribution:

- 2 - Addressee
- 1 - Pers file [REDACTED]
- 1 - Offut Air Force Base (Fin-DPD)
- 1 - Reading (Fin-DPD)
- 1 - Chrono

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